

## PUBLISHING AND POSTING GUIDANCE FOR LEADERSHIP COUNCIL MEMBERS

Before publishing, posting, broadcasting or promoting on any ATA Interpreters Division (ID) social media outlets any material such as:

- article
- blog
- webinar
- interview
- podcast
- training
- similar material

authored by or showcasing a member of the ATA Interpreters Division Leadership Council (ID LC), the following steps shall be followed:

1. The author or sponsor of the material shall submit the material to the Leadership Council (LC) for review stating the deadline.
2. The administrator will call for a meeting.
3. The members of the LC shall determine by vote whether the proposed material primarily benefits the member in question. The sponsoring member must not be present during the discussion and vote.
4. If approved, the material shall be posted to ID outlets by an ID LC member who is not the author of the material or the member featured in the material.
5. The LC must vote on the submission no later than seven (7) days after it is submitted.

*Approved at the Leadership Council Meeting of July 11, 2020*